COSVR673 - SQA Unit code H4HF 04
Provide technical information, advice and guidance to users of plant or machinery

Overview

This standard is about

1 interpreting information
2 adopting safe and healthy working practices
3 selecting materials, components, consumables and equipment
4 providing technical information and advice to operators of plant or machinery

COSVR673 - SQA Unit code H4HF 04
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Performance criteria

You must be able to:

P1 interpret the given information relating to the work and resources to confirm its relevance

P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe and healthy work practices

P3 select the required quantity and quality of resources for the methods of work

P4 comply with organisational procedures to minimise the risk of damage to the work and surrounding area

P5 comply with the given contract information to carry out the work efficiently to the required specification

P6 complete the work within the allocated time, in accordance with the programme of work

COSVR673 - SQA Unit code H4HF 04
Provide technical information, advice and guidance to users of plant or machinery

Knowledge and understanding

Performance Criteria 1

Interpretation of information

You need to know and understand:

K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented

K2 the types of **information**, their source and how they are interpreted

K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

Performance Criteria 2

Safe work practices

You need to know and understand:

K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied

K5 how **emergencies** should be responded to and who should respond

K6 the organisational **security procedures** for tools, equipment and personal belongings

K7 what the accident reporting procedures are and who is responsible for making the report

K8 why, when and how **health and safety control equipment** should be used

Performance Criteria 3

Selection of resources

You need to know and understand:

K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified

K10 how the **resources** should be used and how any **problems** associated with the **resources** are reported

K11 the organisational procedures to select **resources**, why they have been developed and how they are used

K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

COSVR673 - SQA Unit code H4HF 04
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Performance Criteria 4

Minimise the risk of damage

You need to know and understand:

K13 how to **protect work** from damage and the purpose of protection

K14 why **disposal of waste** should be carried out safely and how it is achieved

Performance Criteria 5

Meet the contract specification

You need to know and understand:

K15 how **methods of work**, to meet the specification, are carried out and **problems** reported

K16 how **maintenance** of tools and equipment is carried out

Performance Criteria 6

Allocated time

You need to know and understand:

K17 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

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Additional Information

Scope/range related to performance criteria

Performance Criteria 1

1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out

Performance Criteria 2

2 avoidance of risk by complying with the given information relating to at least five of the following
   - 2.1 methods of work
   - 2.2 safe use of health and safety control equipment
   - 2.3 safe use of access equipment
   - 2.4 safe use, storage and handling of materials
   - 2.5 safe use and storage of tools and equipment
   - 2.6 specific risks to health

Performance Criteria 3

3 selection of resources associated with own work
   - 3.1 materials and components
   - 3.2 tools and equipment
   - 3.3 consumables

Performance Criteria 4

4 protection of the work and its surrounding area from damage

5 minimise damage and maintain a clean work space

6 disposal of waste in accordance with current legislation

Performance Criteria 5

7 demonstration of work skills to interpret, analyse, explain, advise, confirm, answer, replace, refer and inform

8 use and maintain hand tools, portable power tools and ancillary equipment

9 provide technical information and advice to given working instructions for operators of plant or machinery for at least two of the following
   - 9.1 at breakdown
   - 9.2 on handover
   - 9.3 on request
   - 9.4 under terms of contract, guarantee, warranty or hire agreement
   - 9.5 on recall
   - 9.6 modification or alteration

10 complete and maintain records

COSVR673 - SQA Unit code H4HF 04
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Performance Criteria 6

11 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

COSVR673 - SQA Unit code H4HF 04
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Scope/range related to knowledge and understanding

Disposal of waste

1 environmental responsibilities, organisational procedures, manufacturers' information, statutory regulations and official guidance

Emergencies

2 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
   - 2.1 fires, spillages, injuries
   - 2.2 emergencies relating to occupational activities

Hazards

3 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

Health and safety control equipment

4 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
   - 4.1 collective protective measures
   - 4.2 personal protective equipment (PPE)
   - 4.3 respiratory protective equipment (RPE)
   - 4.4 local exhaust ventilation (LEV)

Information

5 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information and current regulations associated with the operation and use of plant and machinery

Legislation and official guidance

6 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, below ground level, in confined spaces, at height, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

Maintenance

7 operative care of hand tools and portable power tools and ancillary equipment

Methods of work

8 application of knowledge for safe and healthy work practices, procedures and skills relating to the method/area of work and materials used to:

- 8.1 provide information advice and guidance to users and operators: on handover; at breakdowns; on request; under terms of contract; guarantee; warranty or hire agreement and for manufacturers' recall
- 8.2 explain the information, advice and guidance available
- 8.3 use situational awareness to interpret the information and advice required
- 8.4 analyse the information available to provide answers
- 8.5 refer to other sources of information: colleagues, multi media
- 8.6 source and supply replacement literature and documentation
- 8.7 inform on progress
- 8.8 provide information, advice and guidance in a manner that maintains goodwill
- 8.9 confirm the information, advice and guidance given is appropriate
- 8.10 use hand tools, portable power tools and equipment
- 8.11 work at height
- 8.12 use access equipment
- 8.13 complete and maintain records

9 team work and communication

10 needs of other occupations associated with the provision of technical information, advice and guidance for the use and operation of plant and machinery

Problems

11 those arising from information, resources and methods of work

- 11.1 own authority to rectify
- 11.2 organisational reporting procedures

Programme

12 types of progress charts, timetables and estimated times

13 organisational procedures for reporting circumstances which will affect the work programme

COSVR673 - SQA Unit code H4HF 04
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Protect work

14 protect work against damage from general workplace activities, other occupations and adverse weather conditions

Resources

15 materials, components and equipment relating to types, quantity, quality, sizes and the sustainability of standard and/or specialist:

15.1 consumables

15.2 literature, forms and documents

15.3 hand and/or portable powered tools and equipment

16 methods of calculating quantity, length, area and wastage associated with the method/procedure to provide technical information, advice and guidance to users of plant and machinery

Security procedures

17 site, workplace, company and operative

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